

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE/BRANCH	
Caltrans Equipment Operator II	D6/Maintenance/North Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CEO II / District 6 Bridge Crew	906-670-6286	2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Bridge Supervisor and/or a Caltrans Highway maintenance Leadworker, incumbent will operate all types of highway maintenance equipment. You will be working on the District 6 Bridge/Structure crew. This is a traveling crew and may be required to travel up to 50% of the time, to work in any location in the District on overnight travel status. Employee will operate and service Category 1 and Category 2 vehicles & equipment requiring a valid Class A commercial license with tank endorsement. Maintenance and repair of bridges, pump houses, concrete median rails and other structures. Cleaning of bridge decks, drainage systems, and lubrication of bridge components. Repair of concrete, asphalt, epoxy overlays and roadways. Repair and maintenance of steel, concrete, and timber bridge structures. Will involve working safely at heights above water and/or the traveled roadway. When not operating the specified equipment, may perform any duties outlined under Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker; and do other related work. Must be able to do heavy manual labor, including routinely lifting/carrying 50 lbs. or more in order to load materials and other heavy objects. May require long periods of driving or standing dependent on job assignments.

Work hours:

November - March 5/40 - Days off: Saturday, Sunday - Shift Start: 0700 Shift End: 1530

April - October 4/10 - Days off: Friday, Saturday, & Sunday - Shift Start: 0600 Shift End: 1630

May be required to work rotating shifts or irregular shifts including weekends, nights, holidays, special events, and emergencies that effect the District or Caltrans.

TYPICAL DUTIES:

Essential (E) ¹		Job Description
Percentage	Marginal (M) ²	
40%	(E)	Performs bridge maintenance functions such as cleaning, repairing and general maintenance of bridge decks, bridge rails, bridge superstructures, bridge substructures, roadways, structural steel, and concrete. Builds and sets up forms using wood or metal, and loads, mixes, and places concrete.
30%	(E)	Operates trucks and other bridge maintenance or construction equipment. Operates manual/power tools not limited to: Chainsaws, jackhammers, drills, pole saws, grinders, concrete saws, circular saws, welding equipment, mixers and torches. Maintains or makes minor adjustments and/or emergency repairs to equipment.

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| 25% | (E) | Works traffic control/flagging including setting and retrieving traffic cones, signs and barriers. Loading of material and equipment requiring manual labor, and/or forklift. |
| 05% | (M) | Attends training, performs daily equipment inspections, keeps equipment and tools clean, graffiti removal, litter removal, custodial work, safety meetings and BMP meetings. |

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

² MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise, but may cover for the Supervisor or leadworker during a temporary absence.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- * Minor construction/structure repair, and Highway maintenance work
- * Provisions of the California Vehicle code as it applies to the operation and loading of motor vehicles
- * Familiarity with a variety of highway maintenance and construction equipment/tools, and how to use them
- * Basic safe working practices, policies, and procedures contained in the Departments Injury and Illness Prevention Program

Ability to:

- *Analyze situations accurately and adopt an effective course of action
- *Communicate and follow directions written or verbal at a level required for successful job performance
- *Skillfully operate equipment in the performance of assigned duties; make minor adjustments and emergency repairs
- *Do heavy manual labor to assist in work related to maintenance of highway, structures, bridges, and landscaped areas
- *Keep records of equipment usage and servicing
- *Have a valid Class "A" unrestricted California Commercial driver's license with Tank endorsement

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or safety practices could result in equipment failure or damage. This could also affect the safety of yourself, co-workers, the environment, and the traveling public.

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PUBLIC AND INTERNAL CONTACTS

Internal contacts are usually limited to other employees and Supervisors working out of the same yard. Some contact with traveling public, as well as law enforcement and other government agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must possess the physical ability and manual dexterity to bend, stoop, kneel, sit, and stand for long periods of time. May require heavy manual labor, including routinely lifting/carrying 50 pounds or more, and other heavy objects. The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, coveralls, eye protection, rubber boots, rain gear, fall protection and breathing apparatus. The incumbent may have to walk on uneven surfaces, climb slopes, ladders, work off platforms and scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged issues or problems, and acknowledge the various responses. The mental and physical ability to work around loud and moving traffic, and equipment.

WORK ENVIRONMENT

Incumbent can expect to work outside in all kinds of weather and subject to environmental conditions. In addition, the job will require incumbent to work on or near roadways with vehicular traffic, around heavy equipment, and hot and/or pressurized materials/chemicals used for Highway maintenance. May be required to work at heights over 200 feet.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

EMPLOYEE (print)

EMPLOYEE (signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (print)

Jeff Ziegler

SUPERVISOR (signature)

DATE
